



संख्या:- A-33021/3/2019-TRNG DTE/5540-5765

दिनांक: 27.11.2019

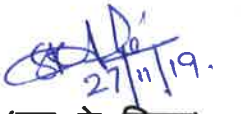
परिपत्र

विषय:- Knowledge Co-Creation Program (Country – Focused) on "Integrated Water Management" in Japan from 20th January to 07th February, 2020- reg.

कृपया उपरोक्त विषय से संबंधित पत्र / विवरणिका की प्रति संलग्न पायें। अनुरोध है कि यदि कोई नामांकन हो तो दिनांक 02/12/2019 तक निश्चित रूप से सदस्य / मुख्य अभियंता मा. स. प्र. (मा. सं. प्र. से सम्बंधित) / मुख्य अभियंता रा. ज. अ. से सम्बंधित अनुमोदन के पश्चात् भेजने की कृपा करें। साथ में नामित अधिकारियों के जीवन वृत्त भी संलग्न करें, जिसमें उनके द्वारा अब तक के सेवा काल के दौरान भाग लिए गए विभिन्न कार्यक्रमों का ब्यौरा दर्शाया गया हो।

यह भी सूचित किया जाता है कि नामित अधिकारी के नामांकन दर्शायी गई तिथि के उपरान्त प्राप्त होने पर विचार नहीं किया जायेगा साथ ही अध्यक्ष की स्वीकृत होने के पश्चात् नाम वापस लेने की अनुमति नहीं दी जाएगी।

संलग्नक :- यथावत


(एस. के. सिन्हा)
निदेशक (प्रशिक्षण)

1. अध्यक्ष केन्द्रीय जल आयोग के निजी सचिव, नई दिल्ली।
2. सदस्य जल आयोजन एवं परियोजना / अभिकल्प एवं अनुसंधान / नदी प्रबंध के निजी सचिव, केन्द्रीय जल आयोग, नई दिल्ली।
3. सभी मुख्य अभियंता, केन्द्रीय जल आयोग।
4. निदेशक समन्वय, आयोजन एवं परियोजना / अभिकल्प एवं अनुसंधान / नदी प्रबंध, केन्द्रीय जल आयोग, नई दिल्ली।
5. सचिव / निदेशक (तकनीकी समन्वय) केन्द्रीय जल आयोग, नई दिल्ली।
6. सभी निदेशक/ अधीक्षण अभियंता, केन्द्रीय जल आयोग, नई दिल्ली।
7. कनिष्ठ अभियंता, प्रशिक्षण निदेशालय, कृपया परिपत्र को केन्द्रीय जल आयोग की वेब साइट पर अपलोड करें।

Proforma For Official Foreign Visit

S.No.	Particulars	Details
1.	Name of the Officer with designation	
2.	Ministry/ Organization	
3.	Service to which officer belongs	
4.	Aadhar Number	
5.	Mobile Number and e-mail id	
6.	Scale of Pay (Both as per 6 th CPC and 7 th CPC)	
7.	Date of Superannuation/completion of tenure	
8.	Purpose of visit, in brief (detailed justification, copies of the agenda etc. to be enclosed as separate annexure)	
9.	Tasks proposed to be undertaken/accomplished & outcome to be achieved by the proposed visit. Pl. indicate exact outcomes and tangible/non tangible benefits in quantified terms, wherever possible	
10.	Country/countries to be visited (city/country) all places and duration of the visit	
11.	Source of funding/ Budget Head	
12.	Estimated expenditure on the proposed visit (With proposed items of expenditure)	
13.	Full details of the foreign visits undertaken by the officer(s) during the last 3 calendar years(to be enclosed as a separate annexure)	
14.	Whether tour report was submitted after the last visit abroad. (A copy of the previous tour report indicating quantified outcomes including tangible and/or intangible benefits of that visit to be enclosed)	

(Signature of the officer)



Knowledge Co-Creation Program (Country Focus)

**GENERAL INFORMATION ON
Integrated Water Management**

**国別研修「統合の水管理」
JFY 2019**

NO. 201600711-J010 / ID. 1600711

Course Period in Japan: From January 19, 2020 to February 8, 2020

This information pertains to one of the JICA Knowledge Co-Creation Program (Country Focus) of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

'JICA Knowledge Co-Creation Program (KCCP)' as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

I. Concept

Background

Although 17% of world's population lives in India, the country has only 4% of water resources of the world. India ranks much below in terms of per capita storage. Rapid increase of population has put high pressure on water resources in the country. Though the majority of water is used for agriculture, requirement of water for industrial and other use has been expanding. Some of the rivers in India are trans-boundary, which makes the role of central government very important in water resources planning and management. There is an urgent need for addressing the stated issues and challenges. Further, because of varying rainfall distribution due to climate change, flood and draught disaster happens frequently in large parts of the country.

The Government of India has put high priority on water resource development in the successive Five-Year Plans during the past six decades. For instance, the total investment in irrigation sector up to the Eleventh Five-Year Plan (2007-2012) counts Rs.4,500 billion. As a result, irrigation potential created has gone up to approximately 108 million hectare against 22.6 million hectare in 1951. Subsidy to agricultural equipment for the sake of efficient water use, such as Mission for Integrated Development of Horticulture (since 2014), is continuously provided. Flood control measures mostly in the form of flood embankments have been undertaken and about 18.77 million hectare of flood prone area have been protected.

On the other hands, issues and challenges have been still serious and complicated due to the rapid growth of the population and climate change. Hence, further endeavor at reinforcing countermeasures are required. Particularly, there is an increasing realization of the need for river basin approach for integrated water resources development and management and the National Water Mission under the Ministry of Water Resources, River Development and Ganga Rejuvenation promotes basin level integrated water resources management. However, no river basin organization, which shall be the core organization for integrated planning, development and management of water resources of the river basin, has been established due to lack of consensus among co-basin states.

Based on the situation mentioned above, the Government of India submitted the official request to the Government of Japan for Knowledge Co-Creation Program titled "Country-focused training of Senior / Middle level and Junior Engineers engaged in Water Resources Development at Central Government as well as in various State Governments" so that participants can acquire the latest knowledge and technology in the fields of "integrated water resource management", "irrigation water management & improvement of irrigation efficiency", "groundwater management & conservation",

“adaptation & mitigation of flood disaster”, and so on. Though several programs can be planned based on the request from the Government of India, this particular program will focus on integrated water management on irrigation, drainage and groundwater.

For what?

This program aims at improving the living standard of farmers through the sustainable agricultural infrastructure improvement and rural development projects.

For whom?

This program is offered for administrative and/or technical officials of the central and state government, and equivalent affiliated organization responsible for irrigation, drainage, and groundwater projects.

How?

Participants would have opportunities to learn the framework of law and system on agricultural and rural infrastructure development projects based on irrigation, drainage and groundwater facilities, and to gain the knowledge of their maintenance and rehabilitation methods.

II. Description

1. Title (J-No.): Integrated Water management (201600711-J010)

2. Course Period in JAPAN

January 19, 2020, to February 8, 2020

3. Target Country

India

4. Eligible / Target Participants

This program is designed for functionaries of the central and state government, and equivalent affiliated organization responsible for irrigation, drainage, and groundwater projects. Those involved in JICA related projects shall be prioritized as candidates.

5. Course Capacity (Upper limit of Participants)

10 (ten) participants

6. Language to be used in this program

English

7. Course Objective

This program aims participants to acquire element technics of Integrated Water Management, which is necessary to formulate measures of Integrated Water Management, to achieve Sufficient Hydrological Cycle.

8. Overall Goal

The organizations of the participants formulate and implement measures of Integrated Water Management to improve the Hydrological Cycle and resolve problems of Integrated Water Management.

9. Expected Module Output and Contents:

This program consists of the following components. Details on each component are given below:

(1) Preparatory Program (December 2019 to January 18, 2020) Participating organizations make required preparation in India.	
Output	Activities
Participants and their organizations identify and define work-related problems on irrigation and drainage prior to the core phase in Japan	To formulate and submit "Inception Report" by <u>December 6th, 2020</u> (*See "Annex")
	To prepare "Inception Report" presentation by <u>January 3rd, 2020</u>

(2) Core Phase in Japan (January 19 to February 8, 2020) Participants dispatched by their organizations attend the program in Japan.		
Module Outputs	Contents	Means
<u>Inception Report:</u> Participants and their organizations identify issues of water management for irrigation, drainage and groundwater in India and in their working areas	1) Making Inception Report presentations 2) Group discussion 3) Inception Report presentations	Practice Discussion
<u>Output 1:</u> Participants understand the overview of Hydrological Cycle and its effect on Agriculture Development	4) Hydrological Cycle, Definition of Catchment Area, Components of Hydrological Budget Measurement methods for Components of Hydrological Budget, Influences of Agriculture and Rural Development on Hydrological Cycle 5) History of Agriculture and Rural Development in Japan from point of view of Hydrology 6) Geo-Hydrology, Methodologies of geo-hydrological survey	Lecture
<u>Output 2:</u> Participants understand the method of Water Resource Development including Inter-basin Transfer	7) Water Resources Development measures 8) Inter-basin Transfer projects in Japan	Lecture

Output 3: Participants understand the overview of Irrigation Scheme/ Development, and Operation, Maintenance and Management	9) Sequence of Project Finding to Basic Design including Financial/Economic Analysis, Measures for Draught and/or Flood 10) Methodologies of Project Finding, Project Management and Stock Management 11) Operation, Maintenance & Management of Irrigation facilities by Land Improvement District (LID, water user association in Japan) 12) Purpose, Function, Organization and its establishment sequence of agricultural cooperatives, Visiting actual facilities of JA(Japan Agricultural Cooperatives)	Lecture Observation Discussion
Output 4: Participants learn the methods for Paddy and Field Irrigation	13) ETO, KC, SMEP, TRAM, Design of Micro Irrigation System 14) Water requirement during rice crop growth, Paddling water distribution, Facilities & Operation, Maintenance and Management 15) Visiting fields where advanced irrigation & drainage systems are equipped	Lecture Observation
Output 5: Participants learn the methods for Water Quality Improvement	16) Water quality improvement technologies, plants and methodologies 17) Visiting Sewage Plant, Water Purification Plant	Lecture Observation
Output 6: Participants formulate Action Plans based on the current issues faced by their organizations in the working areas	18) Making an Action Plan 19) Group discussion 20) Action plan presentation	Practice Discussion
*Note: These contents may be subject to changes.		

10. Tentative Schedule

*TYPES of each program are as follows:

L: Lecture, O: Observation, P: Presentation, D: Discussion

DATE		TYPE	PROGRAM	Accommodation
Jan. 19	AM		Arrival	JICA Tsukuba
	PM		Free	
Jan. 20	AM	-	▪ Briefing	JICA Tsukuba
	PM	-	▪ Course Orientation/Overview of Japan	
Jan. 21	AM	P	▪ "Inception Report" Presentation ▪ Discussion	JICA Tsukuba
	PM	L	▪ Geo-Hydrogeology, Groundwater usage: Hydrological Cycle, Catchment Area, Components of Hydrological Budget, Influences of Agriculture and Rural Development on Hydrological Cycle	
Jan. 22	AM	L	▪ Water Resources Development measures	JICA Tsukuba
	PM	L	▪ Inter-basin Transfer projects in Japan	
Jan. 23	AM	L	▪ Acts and History of sub-water usage in Japan	JICA Tsukuba
	PM	L	▪ Sequence of Project Finding to Basic Design including Financial/Economic Analysis, Measures for Draught and/or Flood ▪ Integrated water management of irrigation facilities during drought in river basin	
Jan. 24	AM	L	▪ Planning and Design of Upland Field Irrigation System ✓ Soil and Water, Crop Water Requirement, Irrigation efficiency, Design of furrow irrigation, sprinkler and drip irrigation, etc.	JICA Tsukuba
	PM	L	▪ Planning and Design of Paddy Field Irrigation and Drainage System ✓ Water balance of Paddy field, Water losses in Irrigation Canal System, Irrigation Regulating Reservoir, etc.	
Jan. 25			Free	JICA Tsukuba
Jan. 26			Move	Hotel(Tokai, Kinki area)
Jan. 27		O	▪ Observation of Sub-Water Development	Hotel(Tokai, Kinki area)
Jan. 28		O	▪ Observation of Inter-basin Transfer projects	Hotel(Tokai, Kinki area)
Jan. 29		O	▪ Observation of Management of Water Distribution and Maintenance of National Government's Irrigation Project	Hotel(Tokai, Kinki area)
Jan. 30	AM	O	▪ Observation of OMM (Operation, Maintenance and Management) of Irrigation and Drainage System	Hotel(Kansai area)
	PM	O	▪ Observation of Agricultural Cooperative, Farmers' market ▪ Observation of advanced irrigation & drainage systems are equipped	

Jan. 31		O	• Observation of Reverse Water Irrigation Facilities	Hotel(Kansai area)
Feb. 1			Move	JICA Tsukuba
Feb. 2			Free	JICA Tsukuba
Feb. 3	AM	D	• Discussion about the Field Observation	JICA Tsukuba
	PM	L	• Technologies for Water Quality	
Feb. 4	AM	O	• Observation of Water Purification Plant	JICA Tsukuba
	PM	O	• Observation of Water Quality Conservation Facilities	
Feb. 5	AM	L	• Preparation for Action Plan	JICA Tsukuba
	PM	L	• History of Agriculture and Rural Development in Japan from point of view of Hydrology	
Feb. 6	AM	L	• Basic knowledge on Geo-Hydrology, Methodologies of geo-hydrological survey	JICA Tsukuba
	PM	L	• Preparation for Action Plan	
Feb. 7	AM	P	• Action Plan Presentation	JICA Tsukuba
	PM		• Evaluation Meeting, Certificate Ceremony	
Feb. 8			Departure	

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the preparation phase.
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities described in participants' Action Plan.

2. Nominee Qualifications:

Applying Organizations are expected to select nominees who meet the following qualifications.

(1) Essential Qualifications

- 1) Current Duties: administrative and/or technical officials of the central and state government, and equivalent affiliated organization responsible for irrigation, drainage, and groundwater projects.
- 2) Experience in the relevant field: have more than 5 years' work experience
- 3) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. As the training includes much exercise work, that may give risks to pregnant body. Thus pregnancy is regarded as a disqualifying condition for participation in this training program.

(2) Recommendable Qualifications

- 1) Age: preferably between thirty (30) and fifty-five (55) years old
- 2) Gender Consideration: JICA is promoting Gender equality. Women are encouraged to apply for the program.

3. Required Documents for Application

(2) Application Form

- 1) The Application Form is available at **the JICA office in India.**
- 2) Please fill in the application form **in English.**

3) Please write in block letters if you are handwriting this form.

- (3) **Photocopy of passport:** to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expire date.

(3) Inception Report

All nominees are required to submit "Inception Report" form with Application Form to the JICA India Office. This report will be used as one of the applicants' screening materials. See Annex for instruction.

4. Procedures for Application and Selection:

(1) Submission of the Application Documents:

Closing date for application to the JICA Office in India: **December 6th, 2019**

(2) Selection:

After receiving the documents through proper channels from the Government of India, the JICA office in India will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.

Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance

Notification of results will be made by the JICA office in India **not later than December 20th, 2019.**

5. Conditions for Attendance:

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) not to extend the period of stay in Japan.
- (4) not to be accompanied by family members during the program.
- (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.

- (6) to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA TSUKUBA

(2) **Contact:** Ms. KURABAYASHI Miwa (tbictp@jica.go.jp)

2. Implementing Partner: TBD

3. Travel to Japan:

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

4. Accommodation in Japan:

JICA will arrange the following accommodations for the participants in Japan:

JICA Tsukuba Center (JICA TSUKUBA)

Address: 3-6 Koyadai, Tsukuba, Ibaraki, 305-0074, Japan

TEL: 81-29-838-1744 FAX: 81-29-838-1776

(where "81" is the country code for Japan, and "3" is the local area code)

If there is no vacancy at JICA TSUKUBA, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TBIC at its URL, http://www.jica.go.jp/english/about/organization/domestic/pdf/tsukuba_facility.pdf

5. Expenses:

The following expenses will be provided for the participants by JICA:

- (1) Allowances for accommodation, meals, living expenses, outfit, and shipping
 - (2) Expenses for study tours (basically in the form of train tickets)
 - (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
 - (4) Expenses for program implementation, including materials
- For more details, please see p. 9-16 of the brochure for participants titled "KENSU-IN GUIDE BOOK" which will be given to the selected participants before (or at the time of) the pre-departure orientation.

6. Pre-departure Orientation:

A pre-departure orientation will be held at the JICA office in India, to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

ANNEX: Inception Report

1. What is “Inception Report”?

The role of “Inception Report” is to share the present issues of water resources management related to participants' organization with other participants and lecturers. Moreover, “Inception Report” is supposed to assist Course Organizer, Implementing Partner and other lecturers to know about the details of participants' professional careers, present challenges and expectation toward the program.

2. Form of “Inception Report”

“Inception Report” should be typewritten in English in the form attached.

3. Note:

- (1) The Inception report is used as one of the applicants' screening documents.
- (2) The accepted applicants are expected to bring visual materials for their “Inception Report” Presentations (Microsoft PowerPoint presentations) since participants will have to present their reports at the beginning of the course in Japan. Each participant has about 10 minutes for the presentation including Q&A session and the presentation should not exceed the time limit.
- (3) Regarding the visual materials for Inception Report Presentation, it is recommended to include photos, graphs, maps and statistic information to promote understandings and discussions among lecturers and participants.

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



CORRESPONDENCE

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

JICA Tsukuba Center (JICA TSUKUBA)

Address: 3-6 Koyadai, Tsukuba, Ibaraki, 305-0074, Japan

TEL: +81-29-838-1744 FAX: +81-29-838-1776

Hand-written report will not be accepted!

FORMAT OF INCEPTION REPORT**INTEGRATED WATER MANAGEMENT****Your report should be type-written****1. Basic Information**

Name	
Organization	
Position	
Email Address	*Please provide an e-mail address you regularly check.

2. Explain your job experiences in the field of water management.

Period	Organization	Position
From to		
Outline of duties:		
Period	Organization	Position
From to		
Outline of duties:		
Period	Organization	Position
From to		
Outline of duties:		

Hand-written report will not be accepted!

3. Describe the current situation of your belonging organization regarding Water Management.

What is the role of your organization and you, regarding Water Management?

What are the Problems and Challenges of Water Management of your organization?

Hand-written report will not be accepted!

4. Describe suitable strategies to improve the situation with problems and challenges of water management mentioned in above 3.

No	Problems / Challenges	Strategies
1		
2		
3		
4		
5		
6		
7		
8		

5. Put most suitable 3 strategies into left boxes taken from above 4. Then, describe available tactics in right box for the strategy described in left box.

No	Strategies	Available Tactics
1		<ul style="list-style-type: none">•••••
2		<ul style="list-style-type: none">•••••
3		<ul style="list-style-type: none">•••••

6. Explain briefly your expectation from this program, mentioning which techniques and knowledge you would like to improve or gain in order to implement the tactics described in above.



Guidelines of Application Form for the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

It depends on the type of training and dialogue program you are applying for.

>Application for Group and Region Focused Training Program

Official application and Parts A and B including Medical History and Examination must be submitted.

>>Application for Country Focused Training Program including Counterpart Training Program and Training related to ODA Loan

Part B including Medical History and Examination will be submitted. Part A needs not to be submitted

2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

Official Application

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

Part A. Information on the Applying Organization

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

Part B. Information About the Nominee including Medical History and Examination

This part is to be completed by the person who is nominated by the organization applying.

The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,



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- (b) be sure to write in the title name of the course/seminar/workshop/project accurately according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
- (d) fill in the form in **English**,
- (e) use ☒ "x" to fill in the () check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

3. Privacy Policy

1) Scope of Use

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

2) Limitations on Use and Provision

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

4. Copyright policy

Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in



principle.

2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.



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Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program**OFFICIAL APPLICATION**

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

1. Title: (Please write down as shown in the General Information)

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2. Number: (Please write down as shown in the General Information)

J	0		-						
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3. Country Name:

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4. Name of Applying Organization:

--	--	--	--	--	--	--	--	--	--

5. Name of the Nominee(s):

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:				Signature:			
Name:							
Designation / Position						Official Stamp	
Department / Division							
Office Address and Contact Information	Address:						
	Telephone:		Fax:		E-mail:		

Confirmation by the organization in charge (if necessary)

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

Date:				Signature:			
Name:							
Designation / Position						Official Stamp	
Department / Division							

26333(1)/2019/O/s CHAIRMAN



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**Part A: Information on the Applying Organization**

(to be confirmed by the head of the department / division)

1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.

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3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

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4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.

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(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in "Every Item". As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below.

1. Title: (Please write down as shown in the General Information) **(required)**

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2. Number: (Please write down as shown in the General Information) **(required)**

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Attach the nominee's photograph (taken within the last three months) here
Size: 4x6
(Attach to the documents to be submitted.)

3. Information about the Nominee(nos. 1-9 are all required)**1) Name of Nominee (as in the passport)****Family Name**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

First Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Middle Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2) Nationality (as shown in the passport)			5) Date of Birth (please write out the month in English as in "April")			
3) Sex	() Male	() Female	Date	Month	Year	Age
4) Religion						

6) Present Position and Current Duties

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

7) Type of Organization

() National Governmental	() Local Governmental	() Public Enterprise
() Private (profit)	() NGO/Private (Non-profit)	() University
() Other ()		

8) Outline of duties: Describe your current duties

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Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

10) Others (if necessary)

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4. Career Record**1) Job Record (After graduation)**

	Organization	City/ Country	Period		Position or Title	Brief Job Description
			From Month/Year	To Month/Year		

2) Educational Record (Higher Education)(required)

	Institution	City/ Country	Period		Degree obtained	Major
			From Month/Year	To Month/Year		

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3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Yea r	To Month/Yea r	

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)					
Listening	() Excellent	() Good	() Fair	() Poor	
Speaking	() Excellent	() Good	() Fair	() Poor	
Reading	() Excellent	() Good	() Fair	() Poor	
Writing	() Excellent	() Good	() Fair	() Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ()		() Excellent	() Good	() Fair	() Poor

Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

**6. Expectation on the applied training and dialogue program**

1) **Personal Goal:** Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.

2) **Relevant Experience:** Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required)

3) **Area of Interest:** Describe your subject of particular interest with reference to the contents of the applied training and dialogue program. (required)

***7. Declaration (to be signed by the Nominee) (required)**

I certify that the statements I have made in this form are true and correct to the best of my knowledge.

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for a program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements said program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive any copyright holder's rights for documents or products produced during the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.



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JICA's Information Security Policy in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.
- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.
 1. To provide technical training to technical training participants from developing countries.
 2. To provide technical training to technical training trainees from developing countries under the Citizens' Cooperation Activities..
 3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.
- (i) to observe Japanese laws and ordinances during my stay, if I violate Japanese laws and ordinances, I will return the total amount or a part of the expenditure required for the training depending on the extent of the violation.
- (j) to understand that JICA does not assure issuance of Japan entry visa even after JICA decide to accept me. I understand the Embassy of Japan will decide it according to necessary formalities upon the submission of visa application from each participant.

Date:	Signature:
	Print Name:

MEDICAL HISTORY

1. Present Medical Status

(a) Do you currently use any medicine or have regular medical checkup by a physician for your illness?



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<input type="checkbox"/> No	<input type="checkbox"/> Yes: Name of illness (), Name of medicine ()
If yes, please attach your doctor's letter (preferably, written in English) that describes current status of your illness and agreement to join the program.	

(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Months of pregnancy (months)
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: What are you allergic to? ()
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

()
Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.

2. Past Medical History

(a) Have you had any significant or serious illness?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ()
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(b) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ()
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3. Other Medical Problems

If you have any medical problems that are not described above, please indicate below.

--

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date	Signature
	Print Name
Date:	Signature:
	Print Name: